

GSA Assisted Acquisition AHC Form Instructions

The below form will be accessible via the Networkx website (www.gsa.gov/networkx) by selecting Networkx Transition and then GSA Assisted Acquisition AHC Form.

The screenshot shows a web browser window titled "GSA - AHC Submission - Microsoft Internet Explorer". The address bar displays the URL: <http://www.gsa.gov/Portal/gsa/ep/programView.do?pageTypeId=8199&ocid=21069&programPage=%2Fep%2Fprogram%2FgsaDocument.jsp&programId=121>. The page header includes the GSA logo and "U.S. General Services Administration". Navigation links for "TECHNOLOGY" and "ABOUT GSA" are present. A search bar is located in the top right corner.

The main content area is titled "GSA Assisted Acquisition AHC Form" and includes a breadcrumb trail: [Home](#) > [About GSA](#) > [Organization](#) > [Federal Acquisition Service](#) > [Office of Customer Accounts and Research](#) > [AHC Submission](#). Below the title, "Directions and Information:" lists three steps: 1. Fill out all fields. 2. This information serves as official notification to Hillary Parlow, GSA Networkx DAR Administrator of the AHCs you wish to submit for registration. 3. Send completed form to hillary.parlow@gsa.gov by clicking the e-mail button in the upper right corner of this form.

The form is divided into two main sections: "Your Contact Information" and "AHC Information".

Your Contact Information

Full Name:	<input type="text"/>
Street Address:	<input type="text"/>
Street Address2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="AK"/>
Zip:	<input type="text"/>
Email:	<input type="text"/>

AHC Information

AHC:	<input type="text" value="470047"/> (read-only)
GSA Assisted Acquisition Identifier:	<input type="text" value="470047"/> (read-only)
Region:	<input type="text" value="AK"/>
Vendor/Contract Name:	<input type="text"/>
Agency's AB Code (Open):	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Service:	<input type="text" value="You must select a Vendor/Contract Name in order to proceed"/>
Open:	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>

Buttons:

The right sidebar contains "CONTACTS" for Patricia Reed, "National Customer Service Center (NCS)" contact information, and "QuickLinks" to A-Z Links to GSA Topics.

The form is divided into two areas. The first area is where you will enter your Contact Information. This information is required as part of the DAR registration process.

Your Contact Information	
Full Name:	<input type="text"/>
Street Address:	<input type="text"/>
Street Address2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip:	<input type="text"/>
Email:	<input type="text"/>

The second area is where the AHC will be generated.

AHC Information	
AHC:	<input type="text"/> (read-only)
GSA Assisted Acquisition Identifier:	<input type="text" value="470047"/> (read-only)
Region:	<input type="text" value="v"/>
Vendor/Contract Name:	<input type="text" value="v"/>
Agency's AB Code (Open):	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Service:	<input type="text" value="You must select a Vendor/Contract Name in order to proceed"/> <input type="text" value="v"/>
Open:	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
<input type="button" value="Generate AHC"/>	
<input type="button" value="Submit"/>	

For this process, the AHC is split into the six sections detailed below.

The first section is the GSA Assisted Acquisition Identifier. These first six characters are fixed, and used to denote the assisted acquisition scenario.

GSA Assisted Acquisition Identifier:	<input type="text" value="470047"/> (read-only)
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The second section is the Region. When you select your Region from the dropdown list, it will be translated into the two character Region Code.

Region:	<div><div>▼</div><div>Region 1 Region 2 Region 3 Region 4 Region 5 Region 6 Region 7 Region 8 Region 9 Region 10 Region 11 - NCR</div></div>
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The third section is the Vendor / Contract. When you select a Vendor / Contract from the dropdown list, it will be translated into the two character Vendor / Contract Code.

Vendor/Contract Name:	<div><div>▼</div><div>AT&T Universal AT&T Enterprise Level 3 Enterprise Qwest Universal Qwest Enterprise Sprint Enterprise Verizon Universal Verizon Enterprise</div></div>
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The fourth section is the Agency's AB Code.

Agency's AB Code (Open):	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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This is an open section requiring you to type in the four digit AB Code.

The fifth section is the Network Service. When you select a service from the dropdown list, it will be translated into the three character Network Inventory (NI) Code.

	<div>Dark Fiber Service (DFS) Dedicated Access (DAA all services) Dedicated Hosting Service (DHS) Ethernet Service (EthS) Frame Relay Service (FRS) Incident Response Service (INRS) Internet Facsimile Service (IFS) Internet Protocol Service (IPS) Internet Protocol Telephony Service (IPTeIS) Intrusion Detection and Prevention Service (IDPS) IP Video Transport Service (IPVTS) Land Mobile Radio Service (LMRS) Layer 2 VPN Services (L2VPNS) Managed E-Authentication Service (MEAS) Managed Firewall Service (MFS) Managed Network Services (MNS)</div>
Service:	<div>Anti-Virus Management Service (AVMS)</div>

The sixth and final section is open.

Open:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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These last eleven characters can be left as all 0's, or customized using any letter/number combination you wish.

Once you have completed each section, hit the Generate AHC button to view your creation.

Generate AHC

AHC:	<input type="text" value="470047E1AU4700U0200GSA0TCC00"/> (read-only)
GSA Assisted Acquisition Identifier:	<input type="text" value="470047"/> (read-only)
Region:	<input type="text" value="Region 1"/> ▼
Vendor/Contract Name:	<input type="text" value="AT&T Universal"/> ▼
Agency's AB Code (Open):	<input type="text" value="4"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/>
Service:	<input type="text" value="Anti-Virus Management Service (AVMS)"/> ▼
Open:	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="G"/> <input type="text" value="S"/> <input type="text" value="A"/> <input type="text" value="0"/> <input type="text" value="T"/> <input type="text" value="C"/> <input type="text" value="C"/> <input type="text" value="0"/> <input type="text" value="0"/>
	<input type="button" value="Generate AHC"/>
	<input type="button" value="Submit"/>

If you are satisfied with the AHC, hit the Submit button to e-mail your form to the GSA Networkx DAR Administrator (Hillary Parlow).

Hillary will then register your AHC with the appropriate vendor, and appoint you as a DAR for said AHC.